


What is the Workforce Identification Number (WFID)?

The Workforce Identification Number is a unique identifier assigned to all Workforce Education Unit applicants. Documentation mailed from the Workforce Education Unit contains your WFID number, such as:

Status Letter – Located under the “*Provider Name*”

North Carolina Department of Health and Human Services Division of Child Development and Early Education Workforce Education Unit		
2201 Mail Service Center, Raleigh, NC 27699-2200	Phone: 919.527.6600 or 1.800.859.0829	Fax: 919.715.0036
Pat McCrory, Governor	Richard O. Brajer, Secretary	Jennifer M. Johnson, Section Chief
October 25, 2016		
Please retain this letter as official notification. The information in this letter provides details on how you meet education standards for specific child care position(s). Note: A copy of this letter should be provided to your employer if you are working at a licensed child care facility.		FIRST NAME LAST NAME STREET ADDRESS CITY NC 27410-4456
Provider Name: FIRST NAME LAST NAME WFID#: 1161972		Date of Last Evaluation: 10/25/2016
This letter confirms we have reviewed the education application and/or documentation which you submitted to the Division of Child Development and Early Education, Workforce Education Unit on 10/01/2016 . According to the most current evaluation completed, you meet educational requirements based on North Carolina child care regulations as detailed below:		
Education Completed	Course of Study	Date Completed
High School	Diploma	

Return Letter – Located at the bottom of the document in the “FOR DCDEE STAFF ONLY” section

Your cooperation is greatly appreciated to complete the education evaluation. Please submit with the date you mailed them to Workforce. Failure to respond to this request is the failure of your facility to meet Child Care Law and Regulations.			
FOR DCDEE STAFF ONLY			
Staff Initials	HM	WFID#	1161972

Will I need my Workforce Identification Number (WFID number) in order to register in WORKS?

You are not required to have this information when registering, but your WFID number will assist WORKS in identifying any previous educational information on file with the Workforce Education Unit.